

We Want You To Do Well

Final Evaluation and Exam Preparation:

Final exams are scheduled for Wednesday, June 22nd through Tuesday, June 28th. During the exam preparation period, June 17th, 20th, and 21st students will not be tested in class but will be expected to complete homework and review exercises to better prepare them for the formal exams.

In addition to final exams, intensive assessment and evaluation will be occurring during the weeks prior to the exam period. As stated in the Ministry Policy document, Ontario Curriculum: *Program Planning and Assessment (grades 9 & 10)*:

“30% of the grade will be based on a final evaluation in the form of an examination, performance, essay, and/or other method of evaluation suitable to the course content and administered near the end of the course.”

Efforts have been made to minimize the conflicts and coordinate the workload that students will be managing at the end of the semester. Students may still have several assignments, projects or tests due in a short time period. If they require assistance planning their schedules, they may seek help from their guidance counsellor or the Learning Assistance Centre.

Review Exam Information with Teachers:

- Students are required to know the date, time and location of the exam.
- Students should determine which materials are needed to bring to the exam (pencil, eraser, pen, ruler, calculator, etc.)
- Teachers review the format of the exam with the students. Students should consider:
 - Short answer questions – type and how many?
 - Longer answer – type and how many?
 - Are there essay questions? If so, review the success criteria for the essay.
- Exam writing suggestions include:
 - Locate key words in the question and answer accordingly. Key words are: *discuss, compare, explain, contrast, list, describe* and *outline*.
 - Read questions several times to be absolutely sure that you understand what is asked.
 - Number the questions exactly as they are numbered on the examination paper. For example, do not change 2 to II or ii
 - Leave enough time at the end to read over what is written and to correct any errors including spelling or punctuation.

Please ensure that your son or daughter is present for all exams and in-class final evaluations.

Please call the school at 621-5920 if they are ill so that their classroom teacher can be notified of their valid absence.

** Medical notes are the only acceptable reason for missing an exam **

Important Exam Information

EXAM DATES & TIMES:	There will be two examination periods per day. Exams start at 8:15 a.m. and 12:15 p.m. The exam period is Wednesday, June 22 nd – Tuesday, June 28 th inclusive. Make certain that you know the date and time for each examination that you are required to write. Students who completely miss an exam by misreading their timetable will be assigned a mark of zero for the examination. <i>It is the responsibility of the student to be present at the required time as indicated on the timetable.</i> Exam rooms will be listed on the WHITEBOARD hung on the wall in the front hall on the day of your exam.
ABSENTEEISM:	Medical issues are the only acceptable reason for missing an exam. Students who miss an exam due to illness <i>must</i> have their parents call to inform the school of the nature of the problem. A <u>DOCTOR'S CERTIFICATE</u> will be required. Refer to page 12 of the Student/Parent Handbook.
LATES:	Students late up to 10 minutes will go directly to the examination room without signing in at the Main Office. After 10 minutes, students must sign in at the Main Office and will be taken to the Conflict Room to write their exam. Students are reminded that they must bring their textbook(s) to the main office. Students who are late less than one-third of the exam time will write in the Conflict Room and will finish at the same time as the regularly scheduled exam. Students who are late by more than one-third of the exam will write in the Conflict Room and will be given two-thirds of the exam time to write (2/3 of 1 hr. exam = 40 minutes, 2/3 of 1 ½ hr. exam = 1 hr). Students must arrive before the end of the exam to be allowed to write the exam.
CONFLICTS:	<i>Students with conflicts on their exam schedule should report them to Mr. Hume in the Main Office by Friday, June 3rd</i> A conflict means two examinations scheduled in the <u>same</u> time period or overlapping examinations due to length.
SUPPLIES:	Student notebooks, coats, cell phones, iPod, electronic devices, etc. should be left in lockers. Only pens, pencils, etc., may be brought to the exam room. Calculators may be used unless specifically disallowed by the teacher setting the exam.
LEAVING AN EXAM:	Grade 11 and 12 students may leave an exam after the first hour, but MAY NOT LEAVE during the last 5 minutes of an exam. Students must remain seated at the end of an exam until the teacher has collected all papers. Grade 9 and 10 exams - students <u>MUST</u> remain for the entire exam period. If your examination ends at a time when others are still writing, students are expected to leave the school quietly and directly.
LIBRARY:	The library will be open for QUIET INDIVIDUAL study from 8:00 a.m. – 2:25 p.m. on examination days. Students who wish to talk, eat or study in groups may use the cafeteria. Please stay out of all other areas of the school. Computer use permitted only for assignment completion. Students must obtain permission of the library supervisor to use a computer. No books will circulate after the final due date of the semester.
CAFETERIA:	The cafeteria will be <u>CLOSED</u> for food service starting Wednesday, June 22nd for the remainder of the school year. There will be <u>NO</u> cafeteria service available over the examination period.
BUSES:	All buses will remain at the regular pick up and departure times. There will be <u>NO</u> mid day bus run. Note that there will be <u>NO Late Bus starting June 8, 2016.</u> Remember to carry your bus pass with you!
PROMOTION MEETINGS / SUMMER SCHOOL:	Counselling staff will be reviewing the results of every student following the completion of exams. It is the <i>student's responsibility</i> , however, <i>to contact their guidance counsellor at 519-621-5920 if they are concerned that a failure may have occurred that may mean attendance at summer school or timetable changes for the 2016/2017 school year.</i> In addition, students who have signed up for summer school can call to see if this is still necessary. Guidance Counsellors will have all final marks available to them between 1:00 p.m. and 3:00 p.m. on Wednesday, June 29th. Students with no exams may call earlier in the week, if failure is a concern.

FINAL Report Cards:

It is the school's policy that report cards are **NOT** mailed out. Students, parents or guardians may **pick up final report cards over a two-day period** - Wednesday, July 6th and Thursday, July 7th (inclusive) between the hours of 8:00 a.m. and 3:00 p.m. Report cards may be picked up by other family or friends with a WRITTEN note signed by a parent / guardian. If this is **NOT** a possibility, parents can provide the main office with a self-addressed **and stamped** envelope for the report card to be mailed.

Stamped & Self-Addressed Envelope

Textbook & Library Returns

LIBRARY MATERIALS: The last due date for the return of library materials is *Thursday, June 9, 2016*. All fines owing to the Library must also be paid by this date.

TEXTBOOKS: All textbooks *must be returned* before the start of each exam. Students are encouraged to clear textbook obligations prior to the exams. Students will be directed to the appropriate Vice-Principal if textbooks are not returned.

For this reason all textbook and library problems must be solved before Thursday, June 9, 2016.

**Your Returned Textbook Is Your Admit Slip To The Exam!!
If you do NOT have your textbook you will be sent directly to your Vice-Principal.**

CONSEQUENCES for not returning textbooks, library materials or paying library fines will result in students meeting with their Vice-Principal to clear their debts. This may result in a late entry to the exam.

OPEN BOOK EXAMS: Textbooks used for open book examinations will be collected by the supervising teacher in the exam room.

Lockers

All lockers must be vacated by *Monday, June 27, 2016*.

Your help in leaving your locker clean will be appreciated by our hard-working custodial staff. The school **CANNOT** accept any responsibility for articles left in lockers (locked or not).

Locks left on after the deadline (Monday, June 27th) will be cut off and contents recycled.

Record Your Personal Exam Schedule Below:

Dates of My Exams	8:15 a.m.		12:15 p.m.	
	Exam	Textbook to Return?	Exam	Textbook to Return?
Wed., June 22 nd				
Thurs., June 23 rd				
Fri., June 24 th				
Mon., June 27 th				
Tues., June 28 th				

June 2016 Examination Schedule

Wednesday, June 22nd – Tuesday, June 28th, 2016

	DAY 1 Wed. June 22 nd	DAY 2 Thurs. June 23 rd	DAY 3 Fri. June 24 th	DAY 4 Mon. June 27 th	DAY 5 Tues. June 28 th
8:15 a.m.	ENG1DI	SNC1DI SNC1PI	MPM1DI	HFN1OI (1.0)	AMI1OI * AVI1OI *
	MFM2PI MPM2DI	SNC2DI	ENG2DI	HFN2OI (1.0) SNC2PI	AMG2OI *
	SBI3UI (2.0)	CLU3MI	ENG3UI	MCR3UI (2.0) BAF3MI CHW3MI	AMG3OI * GPP3OI *
	SBI4UI (2.5) SPH4CI (2.5)	MAP4CI (2.0) MHF4UI (2.5)	HSB4UI(2.0) SCH4UI (2.5)	MCV4UI (2.5) MDM4UI (2.5)	
12:15 p.m.			FSF1DI MFM1PI	FSF1PI (1.0)	
	CHC2DI		CHC2PI		ADA2OI *
	MBF3CI SCH3UI (2.0)	MCF3MI (2.0) SPH3UI (2.0)	HSP3UI		
	CLN4UI (2.0) ENG4UI (2.0)				IDC4OI * IDC4UX *

* Indicates that evaluation is ongoing during examination period

All Exams Are 1 ½ Hours Unless Otherwise Noted